

ANNUAL HIPAA TRAINING



North Dakota Department of Health
January 2004

NEW PRIVACY POLICIES

Five new HIPAA privacy policies will go into effect February 1, 2004. Policy P-028 is a new policy relating to Release of Health Information. This policy replaces P-006 (De-identified Health Information), P-011 (Limited Data Sets/Data Use Agreements), and P-023 (Uses and Disclosures for Research Activity), which all have been repealed.

The remaining four new HIPAA privacy policies relate to physical security:

- PS-001 (Public and Visitor Access)
- PS-002 (Physical Security of Protected Health Information)
- PS-003 (Employee Access)
- PS-004 (Accessible and Viewable Identification Badge)



Each employee is required to read these policies and complete the acknowledgement form prior to Jan. 31, 2004. To do so, visit the Department of Health website at www.health.state.nd.us/ndhd/admin/hipaa and click on the Policies tab, Privacy Policies.

The slides for Annual HIPAA Training 2004, the new privacy policy P-028, the four new physical security policies and acknowledgement form are available on the department's website at www.health.state.nd.us/ndhd/admin/hipaa/.

SECURITY REMINDERS

- Choose secure passwords (i.e. Health+).
- Do not write them down in an unsecure location.
- Keep all media with protected health information safe.
- Set screensavers to start automatically after five minutes of inactivity.
- Face monitors away from doors/walkways.
- Keep protected health information out of e-mails.
 - Include Confidentiality Notice.
 - Password protect attachments.
- When in doubt, check with your IT coordinator.



CHANGES TO HIPAA POLICIES AND PROCEDURES

The HIPAA regulations require a covered entity, such as the North Dakota Department of Health, to document all changes made to HIPAA policies and procedures. This documentation must be retained for six years. HIPAA also requires us to notify staff and provide training about changes to HIPAA policies and procedures. As required, all of the changes made to our policies and procedures are documented. Please review the handout grid, "Changes to the HIPAA Policies and Procedures Since April 14, 2003."



HIPAA TRAINING — NEW EMPLOYEE ORIENTATION

When an individual becomes an employee of the NDDoH, he/she meets with a staff member in Administrative Support and is given a HIPAA Training Acknowledgement Form (which is signed and dated). Within three days, the new employee is expected to complete the web-based training video, read the Notice of Privacy Practices, and review the Privacy and Security policies on the web page. After completion of each segment of this training, the new employee will be required to submit an electronic acknowledgement to the HIPAA office, which will then document that the employee has completed the necessary training. HIPAA training information can be found at www.health.state.nd.us/ndhd/admin/hipaa/.

I HAVE A REQUEST FOR RELEASE OF HEALTH INFORMATION — NOW WHAT?

When you receive a request for release of health information, you first must determine what type of health information is being requested. Review the Data Release Checklist. If you can answer **both** statements on the checklist as true, the information is considered de-identified and it may be disclosed without the written authorization of the individual and without a data use agreement. If a statement is marked false, forward the request and related information to the HIPAA coordinator. The HIPAA coordinator will review the request and determine the next steps.



North Dakota Department of Health HIPAA Team

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